



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES

July 15, 2010

**Approved
8/19/2010**

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Mike Johnson, Co-Chair	Nettie DeAugustine, Co-Chair	None	None	Jane Nachazel
Fredy Ceja	Sergio Aviña			Craig Vincent-Jones
Michael Green				Nicole Werner
Dean Page				
Karen Peterson				
Robert Sotomayor				

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- 1) **Agenda:** Operations Committee Agenda, 7/15/2010
- 2) **Minutes:** Operations Committee Meeting Minutes, 6/17/2010
- 3) **Roster:** Los Angeles County Commission on HIV Membership Roster, 6/7/2010
- 4) **Commissioner Renewal Application:** Anthony Braswell, 7/15/2010
- 5) **Commissioner Renewal Application:** Robert Butler, 7/15/2010
- 6) **Commissioner Renewal Application:** Ted Liso, 7/15/2010
- 7) **Commissioner Renewal Application:** Jenny O'Malley, 7/15/2010
- 8) **Commissioner Renewal Application:** Karen Peterson, 7/15/2010
- 9) **Table:** Los Angeles County Commission on HIV, Seat Distribution, *ongoing*
- 10) **Memorandum:** Interview Questions for New Commission Candidates, 7/14/2010
- 11) **Form:** New Commissioner Application Evaluation/Scoring Form (Draft), 7/15/2010
- 12) **Form:** Renewal Commissioner Application Evaluation/Scoring Form (Draft), 7/15/2010
- 13) **Summary:** Comprehensive Training Selections from Minutes of the April 15, 2010 Operations Committee Meeting, 7/15/2010
- 14) **Table:** Los Angeles Commission on HIV, Comprehensive Training Program, 7/15/2010
- 15) **Table:** Operations Committee FY 2010 Work Plan, 7/15/2010
- 16) **Memorandum:** Scope of Work for Procurement Reform Work Group, 6/28/2010
- 17) **Statement of Work:** Los Angeles County Commission on HIV, Statement of Work (SOW), Assessment of the Administrative Mechanism (Draft), 1/8/2009
- 18) **Memorandum:** Outcomes and Indicators, 5/9/2007
- 19) **Table:** Policy and Procedure Manual, 7/15/2010
- 20) **Plan:** Management Appraisal Performance Plan (MAPP) Goals (Draft), 7/15/2010

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 10:20 pm.

2. **APPROVAL OF AGENDA:**

MOTION #1: Approve the Agenda Order as presented (*Passed by Consensus*).

3. **APPROVAL OF MEETING MINUTES:**

MOTION #2: Approve 6/17/2010 Operations Committee Meeting minutes (*Passed by Consensus*).

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4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:** There was no report.
8. **OPEN NOMINATIONS PROCESS:**
 - A. **Candidate Nominations:**
 - ⌚ Mr. Johnson will discuss the difficulties advancing Mr. Liso to the full Commission seat with Mr. Liso, although he is still entitled to continue serving in the Alternate seat until circumstances can change.
 - ⌚ Include attendance report in Committee packet in future.

MOTION #3: (Page/Sotomayor): Nominate Anthony Braswell to the District 3 representative seat, Robert Butler to the SPA 8 Consumer seat, Ted Liso to the District 3 Consumer Alternate seat, Jenny O'Malley to the SPA 3 Provider seat, and Karen Peterson to the SPA 1 Provider seat, and forward to the Commission for approval and submission to the Board of Supervisors for appointment (**Passed by Consensus**).
 - B. **Scoring Sheet Review:**
 - Mr. Ceja and Mr. Vincent-Jones re-drafted the new scoring sheets for renewal membership applications. He said the goal was to evaluate current Commission participation and knowledge. Mr. Ceja suggested encouraging new applicants to participate on committees/other bodies to help facilitate their evaluation.
 - Mr. Vincent-Jones noted from the renewal scoring form Question 1, "Communication Skills," originally included "Comprehension." He deleted it as total points exceeded 100 and that the item is addressed elsewhere in the form. He also noted "Written Communication" was not a primary skill for Commissioners as staff generally develops written materials. Mr. Vincent-Jones also indicated that he split "judgment," "consensus building" and "respect" for colleagues into three items as they are distinct factors.
 - ⌚ Send the current interview questions to the Committee in Word format.
 - ⌚ Consensus to approve the scoring form for new applicants with the following revisions to questions as noted:
 - ⇒ 1, Communication Skills: Move "Oral Communication" and its 5 points to 8, "Interview," and designate it as such.
 - ⇒ 2, Prior Effective Experience: Move "Judgment" and "Respect for Colleagues" and their 10 points to 8, "Interview," and designate as such. Score remaining items as aggregate 25 points with no more than 10 allowed for any one item.
 - ⇒ 4, Effective Representation: Remove 5 points and add to 7, "HIV/AIDS Knowledge."
 - ⇒ Add certification of training including HIPAA as minimum mandatory requirement.
 - ⌚ Consensus to approve the scoring form for renewal applicants with the following revisions to questions as noted:
 - ⇒ 1, Communication Skills: Delete "Written Communication" and its 5 points. Delete "Oral Communication" as a separate item and include an emphasis on it under instructions.
 - ⇒ 2, Participation Assessment: Change "Active Participation" to "Effective Participation" and move to 3, "Quality Assessment" with points. Change "Leadership Potential" to "Leadership (mentoring, voluntarily taking leadership positions)." Add "Mentoring" with 5 points.
 - ⇒ 3, Quality Assessment: Change "Quality Assessment" to "Performance Assessment."
 - ⇒ 4, Commission Representation: Change both items from "Represents... Well..." to "Effectively Represents..."
 - ⇒ Add box to indicate whether or not an interview is requested.
 - ⌚ An Application Work Group was formed to develop revision recommendations. Members are: Mr. Ceja, Mr. Johnson, Ms. Peterson, Mr. Sotomayor and Mr. Vincent-Jones. Email current new and renewal application forms to them and schedule a conference call to discuss recommendations for a week later.
 - ⌚ Meeting extended to 12:30 pm by consensus.
9. **COMPREHENSIVE TRAINING:**
 - A. **Consumer Involvement:**
 - Mr. Vincent-Jones reported on training to include development of: 1. five web-based certified trainings with consultant; 2, interactive Commission orientation; presented after Commission meetings; 3, Commission Handbook to

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include the Consumer Caucus that are aligned with Policies/Procedures and Work Plans; 5. required County trainings; 6. recommended trainings such as HIPAA certification and human subject research; 7. educational materials; 8. skills building ; 9. leadership development; and, 10. coaching/mentoring.

- He suggested items 7 through 10 might be reconfigured with some merged.
- ➡ Email the Comprehensive Training Program document to Committee and return with comments.
- ➡ Mr. Vincent-Jones will develop a Scope of Work for web-based training and review contractors including the County.

10. CONSUMER CAUCUS:

A. Consumer Roundtables:

- Mr. Vincent-Jones said the summary matrix from the accumulated roundtable feedback has a hidden agency column and asked for the column to be deleted before distribution as agency-specific information is outside Commission purview.
- Mr. Johnson said OAPP feedback on issues raised is important so consumers can report back to their communities.
- Dr. Green agreed, but emphasized that the key way for consumers to resolve complaints was via the Grievance Line.
- ➡ Mr. Vincent-Jones will resend the Roundtable question matrix to Dr. Green for update.
- ➡ Recommend to Caucus that future Roundtable meetings continue to include an open-ended question period, but also a portion on pre-identified questions pertinent to the area so OAPP can bring suitable management staff to respond.
- ➡ Email Dr. Green a schedule of upcoming Roundtables and he will email Mr. Vincent-Jones a list of questions on which OAPP would like Roundtable feedback.
- ➡ Dr. Green will attend the Caucus to answer questions on the matrix once completed.

B. Latino Consumer Caucus: This item was postponed.

11. WORK PLAN:

- Mr. Vincent-Jones presented the goals for his County Management Appraisal of Performance Plan (MAPP). Three of the six goals pertain to Operations: Comprehensive Training, Policies and Procedures Manual and Committee Handbooks. The Succession Plan being developed by the Executive Committee also pertains to Operations. He has also developed an outline of the Policies and Procedures Manual. It includes all current Policies/Procedures and subjects noted over the last four years.
- ➡ The Co-Chairs and Mr. Vincent-Jones will complete the Work Plan to meet the Executive Committee end of month deadline.

12. PROCUREMENT/SOLICITATION PROCESS REFORM: This item was postponed.

13. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM): The Scope of Work has been drafted.

14. COMMISSION OPERATIONS: This item was postponed.

15. COMMITTEE ACTIVITIES: This item was postponed.

16. POLICIES AND PROCEDURES: This item was postponed.

17. ORDINANCE REVISIONS: This item was postponed.

18. TASK FORCES: This item was postponed.

19. NEXT STEPS: This item was postponed.

20. ANNOUNCEMENTS: There were no announcements.

21. ADJOURNMENT: The meeting was adjourned at 12:45 pm. The next meeting will be 8/19/2010 with focus on completing scoring sheets and the training outline including incorporation of draft materials already prepared by Committee members.